

Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
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Indianapolis, IN 46204
jobs@atg.state.in.us
317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

ADMINISTRATIVE ASSISTANT TO DIRECTOR Medicaid Fraud Control Unit

Duties:

- Generate reports for the Director as needed. Coordinate and prepare Annual and Quarterly reports for the Director.
- Must have strong user-level knowledge of Microsoft Office programs, including:
 - MS Access
 - MS Excel
 - MS Word
- Closing all files for completed investigations, and maintaining closed files through archival.
- Must have strong organizational skills.
- Answer incoming calls for Director, take messages, and forward urgent messages. Maintain Director's files. Make travel reservations, prepare conference registration paperwork, prepare travel and miscellaneous reimbursement expense paperwork for Director.
- Must have excellent telephone etiquette.
- Backup for other MFCU administrative staff for timesheets, reception desk, building maintenance, vehicles, and other administrative matters as needed.
- Must be cross-trained in all support positions and learn data entry of complaints along with coding and processing.
- Such other duties as directed.
- Must be flexible.

Required:

- High School Degree
- Prior experience as an Executive Assistant or Administrative Assistant.